

September 2000

Performance Development Process Deployment

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
				1 Complete Fact Sheet and send to Candy for review	2/3
4 LABOR DAY	5 Poster #1 (1st announcement)	6	7 Internal Communicators Mtg (Share Fact Sheet) Leadership Team Mtg (Fact Sheet, Next Steps)	8 Inside SFA	9/10
11 SFA Net Teaser sent via email Fact Sheet Posted to SFA Net Scrolling Headline Posted to SFA Net	12 Poster #2 (Check Intranet) Calvin meet w/Union reps in San Fran.	13	14 Employee Satisfaction E-mail Calvin meet w/Union reps in Chicago	15 Calvin meet w/Union reps in New York	16/17
18	19 Poster #3 Calvin meet w/Union reps in DC	20	21 Leadership Team Mtg (Info. Session & Schedule)	22	23/24
25 In Step Article Give Lisa Cain Job Aide Package for posting to SFA Net Send e-mail invitation for Info. Sessions	26 Poster #4 (Info. Sessions and Job Aide coming) PBO Coaches "Information Session" (one day this week)	27 Job Aide Package emailed and mailed to all employees Job Aide Package Posted to SFA Net	28 Employee Satisfaction E-mail	29	30

